

**Barbara B. Nophlin**

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1441 35<sup>th</sup> Street, SE · Washington, DC 20020 ·

*"An award-winning educator with over 25 years experience"*

**SUMMARY OF QUALIFICATIONS**

- Capable administrator, skilled in program/budget development and management.
- Proven instructional leader; adept in creating exemplary learning environments.
- Extensive experience managing teams of educators, parents, and community members.
- Strong working knowledge of education research and evaluation.
- Excellent communications skills, including writing and public presentation abilities.

**EDUCATION**

- M.S. in Education (Administration and Supervision)  
Trinity College, Washington, DC
- B.S., Early Childhood Education  
District of Columbia Teachers College, Washington, DC

**PROFESSIONAL EXPERIENCE**

Retired Educator: July 2009 – present

**Consultant**

Principal Support Team, Coaching New Principals in the Friendship Public Charter School Network

Professional Development Reviews, New application reviews, School Improvement Reviews and Transcript Reviews, DC Public Charter School Board

Administration and Management

*As Head of School, Paul Public Charter School:*

- Oversee management and implementation of school operations;
- Provide leadership, direction and support to the implementation of the school's instructional and program plans to ensure alignment with the shared vision and mission;

- Monitor progress on all measures of school and staff performance, which includes the progress made toward those areas identified in the Accountability Plan;
- Communicate clearly the policies of the Board of Trustees to school staff.
- Maintain a close relationship with the Board of Trustees and school management to plan, manage and direct a cost-effective and strategic fundraising campaign for the school.

*As Director, Office of Policy, Research and Analysis: DC State Education Office*

- Supervised and provided guidance to Senior Analysts and Analysts in research and development of short and long-range policy and legislative priorities to inform the annual policy book, budget, Citywide Strategic Plan and submissions to federal government;
- Provided in-depth evaluations and research of public policy issues and alternatives including best practices surveys, cost benefit analyses, inventories of related activities underway, assessment of relative need for competing proposals and options for action;

*As School Principal: Amidon Elementary School DC Public Schools*

- Supervised all school operations, including budgets (local school funds and district funds), procurement, school records, and facilities.
- Managed student recruitment and enrollment process.
- Recruited and hired *all* school personnel.
- Ensured compliance with federal, state, and local regulations and policies.

*As District-level Program Director: DC Public Schools*

- Assisted in the development and implementation of all phases of school procedures in more than 25 school buildings.
- Provided technical assistance and support to school-level personnel.

*As Child Development Coordinator: US Department of Defense*

- Planned and implemented effective operating procedures for all Marine Corps Child Care operations.
- Developed and wrote policy to promulgate Marine Corps-wide guidelines for child care center programs.

## PROFESSIONAL EXPERIENCE

### Instructional Leadership

#### *As Principal and Assistant Principal:*

- Provided leadership, direction, and support for the implementation of instructional program plans.
- Set standards for student achievement.
- Advanced proven teaching and learning practices.
- Supported and monitored the professional development plans of faculty and staff.

#### *As Early Childhood Coordinator and Instructional Support Specialist:*

- Coordinated staff development and training for the Elementary Division of the DC Public School System.
- Wrote semester-long graduate courses, workshops, and action labs to support reform initiatives within the school system.
- Supervised arrangements of all logistics for learning events, including identification of sites, dissemination of course syllabi, identification of instructors, as well as final submission of final grades to the proper authorities.
- Monitored course delivery and student participation.

## WORK HISTORY

*Head of School*, Paul Public Charter School, Washington, DC, 7/04-7/09

*Director*, Office of Policy, Research and Analysis, Executive Office of the Mayor, State Education Office, Washington, DC, 4/03-7/04

*Principal/School Leader*, Community Academy Public Charter School, Washington, DC, 7/00-9/02

*Principal*, Amidon Elementary School, Washington, DC, 1/99-7/00

*Assistant Principal*, Garrison Elementary School, Washington, DC, 7/98-12/98

*Executive Assistant*, Assistant Superintendent, District of Columbia Public Schools, Washington, DC, 1/97-7/98

*Early Childhood Coordinator and Instructional Support Specialist*, District of Columbia Public Schools, Washington, DC, 1/91-1/97

*Education Consultant*, Kaplan School Supply Corporation, Washington, DC, 1/87-1/91

*Child Development Coordinator*, United States Navy/Marine Corps, Washington, DC, 2/81-12/86